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| --- | --- |
| logo **Copy and place on your own Letterhead** | |
| Type Company Name Must match Award Report  Type Address  Type City and Province  Type Postal Code | Date Do not use an automatic date |

Attention: Type Contractor’s Representative’s Name

**RE: AWARD OF CONTRACT FOR** Enter RFP Number and Title

This will advise that your Proposal, in the amount of Enter Contract amount, plus G.S.T. and M.R.S.T as applicable ensure the taxes align with Award Report submitted for the above Service has been accepted.

You must ensure that the Award letter wording is consistent with the award report recommendation

This letter confirms a legal contract is formed between the City and Type Company Name for the execution of the above-mentioned Services, upon such terms and conditions as have been outlined in the Request for Proposal. Further to this letter, a Purchase Order will be issued in accordance with Clause Enter in Clause from RFP B#.## and C4 of the Request for Proposal Confirm that proper clauses are included from your specific RFP. No Contract Documents package will follow.

You will be authorized to begin the Service:

Delete any sections which are not applicable

1. upon submission of any necessary documents required to commence Service pursuant to the Request for Proposal to the Contract Administrator;
2. upon providing the required Contract Security to:

The City of Winnipeg

Legal Services Department

185 King Street, 3rd Floor

Winnipeg MB R3B 1J1

1. upon providing the required evidence of insurance coverage to:

The City of Winnipeg

Risk Management

Insurance Section

185 King Street, 3rd Floor

Winnipeg, MB R3B 1J1

Or by pdf to insurance@winnipeg.ca

1. upon complying with all other conditions of commencement in the Request for Proposal;
2. in accordance with authorization from the Contract Administrator indicating the date you may commence Services.

The Contract Administrator for this project is Enter Consultant name if applicable in the format of "company name, represented by" OR enter individual City employee's name, and all inquiries should be directed to the Contract Administrator at Enter the Phone number. The Contractor shall contact the Contract Administrator prior to the commencement of Services.

I would like to thank you for your participation in this project.

Yours truly,

Enter Director's Name

Director

cc: Director of Legal Services – **SPEC NOTE**: use Email address **ONLY** if required Legal-Purchasing@winnipeg.ca

Manager of Purchasing - [purchasing@winnipeg.ca](mailto:purchasing@winnipeg.ca)

Corporate Risk Manager – [FIN-Insurance@winnipeg.ca](mailto:FIN-Insurance@winnipeg.ca)

Enter Your Name, Contract Administrator